

# Meeting Minutes

Minutes of the meeting of the Parish Council held in Ashill Village Hall on Monday 03 July 2023 at 7.30 pm



**ASHILL**  
**PARISH COUNCIL**  
*Serving Ashill and Surrounding Hamlets*

ASHILL, HASTINGS, KENNY, RAPPS, SOUTHTOWN, STEWLEY,  
WINDMILL HILL & WOOD

**Present :** Cllrs P Varney (Chairman), R Fry, N Harvey, J Crocker, B Pyle Mrs C Ball (Clerk), 0 members of the public.

## 52/23 Apologies

Absence noted for Cllrs A Crouch and County Cllr S Osborne.

## 53/23 Casual Vacancies

It was noted the Parish Council has one Casual Vacancies to be filled by co-option.

## 54/23 Chairmans' Opening Statement

The Chair welcomed everyone to the second meeting of the 2023 / 24 Parish Council. Cllr Varney acknowledged the intention of the Clerk to resign from the role, giving a three month notice period. It was **resolved** for the Clerk to write a job advert for the role along with description of responsibilities and circulate for the Cllrs to approve. Once approved the job advert will be advertised on the council website and also requested to be circulated by SALC.

## 55/23 Public Participation

- a) No public representation at the meeting.
- b) Clerk confirmed that the potholes, reported by a member of the public at the last meeting, on Windmill Hill Lane have now been patched by Somerset Council.

## 56/23 Declarations of Interests / Dispensation Requests

Cllrs Fry and Cllr Crocker registered an interest in the school as PTFA treasurer and related to Head of School, respectively. Cllr Pyle registered an interest in St Mary's PCC.

## 57/23 Minutes

It was **resolved** for the minutes of the meeting held on 15 May 2023 to be agreed & signed as a true record.

## 58/23 Planning

- a) The council noted that there have been no planning applications received for review since the Annual General meeting of the council held in May 2023.
- b) The council has received correspondence from Somerset Council Street naming and numbering team with regards to the new development off School Lane. The developer has proposed a name of "St Marys Green" for the new road in the development. The Council and Royal Mail have no objections to this proposed name. The council voted unanimously to **accept** the proposed name and it was **resolved** the clerk would respond to the correspondence confirming the outcome of the vote.

## 59/23 Playing Field

- a) Cllr R Fry provided an electronic report of her inspection of the playing field for July 2023 and provided a summary of this report at the meeting. Cllr Fry noted that the tennis court surface is deteriorating and will need replacing in the future. It was **resolved** for the clerk to investigate when the surface was last replaced and report back to council at the next meeting.
- b) Cllr Fry confirmed that the stokboard used on the MUGA external boarding, located between the skate ramp and the MUGA, is lifting in the sun. Cllr Fry has proposed to remove the stokboard and paint the plywood boarding with a waterproof sealant. It was **resolved** for the clerk to purchase the materials required (waterproof paint and brushes) for Cllr Fry to complete this task. The estimated cost of the paint and brushes is less than £100 and will be taken from the MUGA refurbishment budget.
- c) Cllr Fry raised a concern to the council with regards to the relocation of the table tennis table, Ashill Primary School has kindly offered to the Parish, and the impact the table will have on

- the ability for the grass cutters to complete their work. The council **resolved** to rescind their offer to relocate the table tennis table from the school. The clerk will report back to the school.
- d) Cllr Varney introduced the topic of playing field funding strategies going forwards, due to the increasing costs for both field maintenance and electricity. It was **resolved** that the council will look to reintroduce a tennis court subscription for the 2024/25 season. Cllr Fry will lead this project. It was also resolved that the council will investigate further options for advertisement space on the MUGA boarding and also voluntary contributions. It was **resolved** that Cllr Crocker will feedback to the council on possible options at the next meeting.
  - e) The Clerk confirmed receipt of the £2000 grant award from a local charitable foundation towards the MUGA refurbishment.

#### **60/23 Highways / Footpaths**

- a) The Clerk gave an update on the traffic survey conducted by Somerset Council on Windmill Hill lane. The feedback from the survey is noted in the correspondence from Somerset Highways (attached). Given the evidence presented to the council from the survey it is unlikely that an introduction of a 30mph speed limit along Windmill Hill lane would improve traffic 'behaviour' and may actually increase the speed of traffic along the lane. Cllr Crocker will provide feedback to the resident who raised the concern about Windmill Hill Lane. A further concern has been raised to Ashill Parish Council about the stretch of Wood Lane running beside the Flying Fish Pub. It was **resolved** that the clerk will raise this concern to Somerset Highways to ask if a traffic survey could be conducted on this stretch of highway.
- b) Cllr Fry confirmed that stile on the footpath that runs from the churchyard towards Windmill Hill has now been removed by Somerset Council. The gate hanging post for the gateway in the churchyard has also been replaced. The surface of the footpath running behind Ashton Close has also been patched. Cllr Fry also noted that the patching is not very robust – it was **resolved** that Cllr Fry would feedback to the Somerset Footpaths contact on this matter.
- c) Cllr Crouch has now completed the handrail extension work at the Windmill Hill lane end of the footpath running behind Ashton Close. Positive feedback has been received on this improvement to the footway.

#### **61/23 Health / Environment/ Parish Assets**

- a) Bus Shelter – Cllr Fry provided an update on the village book exchange. The exchange continues to work well and is being kept clean and tidy.
- b) Cllr Harvey confirmed that works to replace the noticeboard at Southtown Farm will be going ahead over the summer. The Perspex for the village noticeboard will also be replaced before the winter.

#### **62/23 Village Hall**

- a) Cllr Fry confirmed that the Village Hall roof replacement has now received planning permission. The new Somerset council has confirmed it will honor the grant award for the roof replacement by South Somerset District Council. However, due to the increase in overall costs for the roof replacement project further funding is required. The Village Hall committee will be seeking further funding streams to allow the project to continue.

#### **63/23 Church**

- a) Cllr Pyle reported that the cream tea afternoon had been successful and raised £490 from the event. The coffee and chat mornings also continue to be successful.

#### **64/23 Communication**

- a) Cllr Harvey gave an update on the first LCN meeting held on 15<sup>th</sup> June 2023. Approximate 80 attendees were at the meeting representing the 17 parish and town councils in the LCN. Cllr Harvey confirmed that the LCN meeting attendance should be rotated through different councillors depending upon their interest areas and is not limited to one councillor attending. Minutes from this meeting are to follow.
- b) It was **resolved** that the council website landing page needs to be updated to reflect the most useful links needed by the community. Cllrs Varney and Crocker will meet to generate ideas on how this should be presented on the home page. It was resolved the clerk will then update the website accordingly.

#### **65/23 Finance**

- a) The June 2023 finance report was noted.

- b) Cllrs Varney and Fry confirmed the online banking mandate was completed to remove B. Able as a bank account signatory.
- c) Cllrs Varney and Fry also confirmed that online banking access requests have been requested along with delegated access for the Clerk.
- d) It was **resolved** for Cllr Harvey to perform the quarterly review of the bank statements, invoices and minutes to ensure alignment.
- e) The Clerk confirmed submission of the 2022/23 AGAR Certificate of Exemption on 09Jun23.
- f) The Clerk confirmed Ashill Parish Council has instructed Astria Precision Payroll as the ongoing payroll provider.
- g) It was **resolved** that the Ashill Playing Field bank account should be closed and the monies remaining in the account be clearly ringfenced within Ashill Parish Council account funds for use only for the Playing Field. Cllrs Fry and Varney will work with the Clerk to set up online banking for the account and then take steps to close the account.
- h) It was **resolved** for the following payments were approved:

Cost description	Total Value	VAT	Date Paid	Invoice Reference
Churchyard Gatepost replacement - Montague Countryside Services	£150.00	25.00	05Jul23	INV-188 (Payment due 06Jul23)
Payroll Services – Astria Precision Payroll	£60.00	10.00	23Jun23	INV-33799 (Payment due 26Jun23)
Royal Mail – Letter postage to Clarks Foundation	£2.60		09Jun23	WP-1712-7690-240

**66/23 Items for consideration for a future agenda**

- Updated standing orders (using most recent NALC model)
- Updated financial regulations (using most recent NALC model).
- Defibrillator replacement funding strategy
- Review of bank account signatories

**33/23 Date of Next Meeting**

It was confirmed the next meeting would be held on 04 September 2023 at 7.30pm.

*The meeting closed at 20:57 pm*

Signed : ..... (Chairman)  
04 September 2023